20 March 1979

Classification Review Procedure                                    CRP 79-25
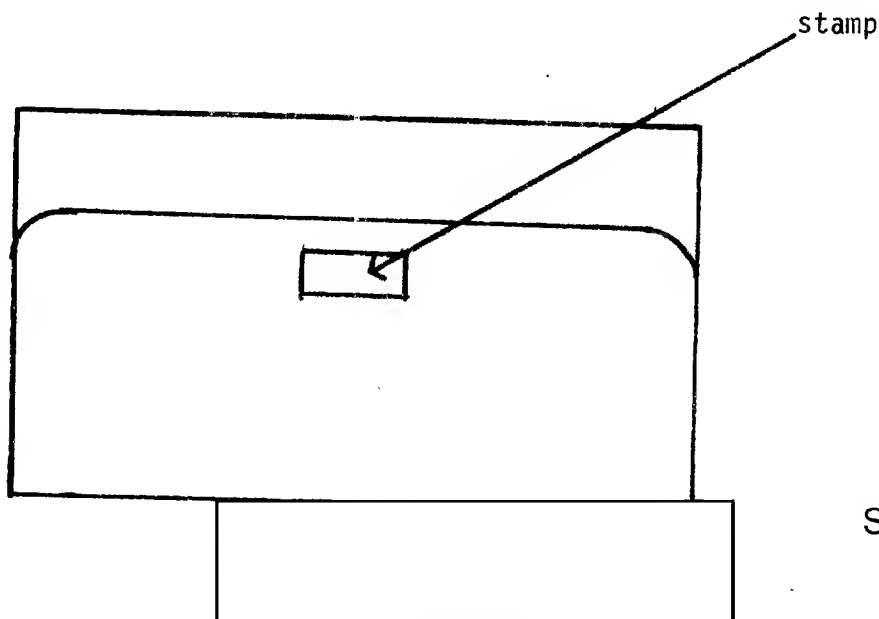
## USE OF THE JOB AND BOX NUMBER IDENTIFICATION STAMP

1.  Personnel at the Agency Archives and Records Center have
informed us that CRG use of the job and box identification stamp on
the folders we review would be of help to them.  In addition, it would
be some insurance against the misplacement of folders when they are
removed from boxes for various reasons.

2.  Reviewers will, therefore, place the following stamp on each
folder reviewed:

        JOB #  _____
        BOX #  _____
        FOLDER #  _____
        TOTAL # CIA DOCS.
           HEREIN  _____

3.  It should be placed on the front of the folder in the center
of the top edge when the folder is in file position as follows:



STATINTL

Chief,
Classification Review Group

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## SPECIAL INDICATOR FOR COMPARTMENTED INFORMATION

    1.  NFAC components routinely disseminate two versions of many of
their publications, a TOP SECRET or SECRET Codeword version containing
compartmented information and a non-Codeword version, generally at a
lower level of classification.  We have found that during the 1950s
both versions were occasionally published with the same document number.
Although not identical, the two versions nevertheless appear as such on
the printout of discrepancies in review action because of the identical
document number.  Toward the end of the 1950s, this practice was dropped
in favor of a separate "SC" numbering system for Codeword publications.

    2.  It has been decided that some indicator in one of the computer
matching fields of form 4023A will be necessary to differentiate between
the two versions during the time the same number was used.  For Codeword
documents, therefore, reviewers will add the indicator "-CW" following
the document number on the data input form if the number is not prefixed
by the letters SC.

Examples:

On the non-Codeword version:  OCI No. 54-78
On the Codeword version:      OCI No. 54-78-CW

On the non-Codeword version:  110
On the Codeword version:      110-CW

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